

**U.S. DEPARTMENT OF ENERGY**  
**NEVADA OPERATIONS OFFICE**

**POLICY**

**NV P 460.X**

Approved: 7-19-99  
Review Date: 7-19-01  
Expires: 7-19-03

**COMPLIANCE WITH IMPLEMENTATION  
AND OPERATION OF THE HAZARDOUS  
MATERIALS NOTIFICATION SYSTEM  
(HAZTRAK)**

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**INITIATED BY:**  
**Waste Management Division**

# **COMPLIANCE WITH IMPLEMENTATION AND OPERATION OF THE HAZARDOUS MATERIALS NOTIFICATION SYSTEM (HAZTRAK)**

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## **PURPOSE**

To set forth DOE Nevada Operations Office (DOE/NV) Policy for full compliance with the implementation of HAZTRAK; to set forth the guiding principle and requirements for a hazardous materials (as defined in 49 Code of Federal Regulation (C.F.R.), Subchapter C, Part 171), information system to assist in emergency response activities; and to document responsibilities of DOE/NV, its Management and Operating Contractor (M&O) Bechtel Nevada (BN), other contractors, subcontractors, and site users.

## **SCOPE**

This Policy applies to hazardous materials transportation operations and activities at the Nevada Test Site (NTS). All federal, contractor, subcontractor, and national laboratory employees, as well as motor carriers, vendors, visitors, and site users will follow this Policy. HAZTRAK is a hazardous materials data gathering information system, intended to facilitate emergency response capabilities, and enhance the safety of hazardous materials shipping activities at the NTS.

## **POLICY**

All DOE/NV, contractor, subcontractor, and NTS user operations are to be conducted in full compliance with applicable federal, state and local laws, and regulations. U.S. Department of Transportation (DOT) regulations provide for the classification, packaging, marking, labeling, placarding of hazardous materials, and preparation of shipping papers for hazardous materials. DOT and the Department of Energy establish emergency response requirements intended to protect workers, the public, and the environment. Based on these requirements, HAZTRAK will be implemented for all NTS users.

## **ROLES AND RESPONSIBILITIES**

The DOE/NV Office of Assistant Manager for Environmental Management is responsible for ensuring that all contractor and user activities include the use of HAZTRAK for the purposes of identifying hazardous materials entering, leaving, and transferring within the NTS. This responsibility includes providing direction and oversight of contractor and user operations.

Waste Management Division, working through the transportation manager, shall oversee the management of HAZTRAK that will meet the DOE/NV obligation in

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49 C.F.R., Part 172, Subpart G, Emergency Response Information. This oversight includes the annual Transportation Management and Assessment Program.

As the M&O contractor, BN is responsible for establishing the HAZTRAK program applicable to all federal, contractor, subcontractor, and National Laboratory employees, as well as motor carriers, vendors, visitors, and site users of the NTS (collectively, "site users"). BN is responsible for the proper operation and maintenance of the HAZTRAK system, to include process and data administration, data backups, and implementation of future system enhancements.

All site users are responsible for the timely and accurate entry of information about planned inbound shipments, on-site transfers, and outbound shipments of applicable hazardous materials into the HAZTRAK system. Each site user, shall ensure that carriers, subcontractors, and vendors under their purview adhere to this Policy.

### **DOE/NV SELF-ASSESSMENT PROCESS**

To ensure compliance with this Policy, DOE/NV will conduct periodic assessments in accordance with the Transportation Compliance Evaluation/Assessment Program.



Kathleen A. Carlson  
Manager